

Burlington County, New Jersey

US Postal Service Delivery
Attn: Real Estate Recording
Burlington County Clerk
P.O. Box 6000
Mount Holly, NJ 08060

Courier Delivery
Attn: Real Estate Recording
Burlington County Clerk
49 Rancocas Road
Courts Facility-1st Floor
Mount Holly, NJ 08060

PHONE: 609-265-5122

FAX: 609-265-0696

MAKE CHECKS PAYABLE TO: Burlington County Clerk

Cashier's Check/Money Order: Not required.

BASIC RECORDING FEES

Deed	\$40.00 for the first page
Mortgage	\$30.00 for the first page
Amendment/Modification	\$40.00 for the first page
Assignment	\$40.00 for the first page
Discharge/Release	\$40.00 for the first page (see note 1)

ADDITIONAL RECORDING FEES:

Additional pages and attachments	\$10.00 per additional page
Indexing fee	\$6.00 per name after the first five
Multiple assignments or releases	\$10.00 per reference after first

RECORDING FEE NOTES:

1. A mortgage may be canceled on the original recorded document rather than using a separate discharge instrument for a flat fee of \$20.00 each.

TRANSFER AND FINANCING FEES/TAXES:

Deed Transfer Tax Rate Varies per \$500 or fraction thereof of value

Tax rates apply to transactions on or after August 1, 2004; new "mansion" tax added. Calculators include new rates, except special r certain classes of citizens and property. Nonresident sellers pay tax estimates. See state summary.

SEARCHES, COPIES AND CERTIFICATION:

This office does not perform any searches of real estate records.

Copies made by office	\$0.50 per page
Certification (in addition to copy fees)	\$10.00 for the first page, then \$1.50 per page, including cop

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page.
- This office will provide Conformed Copies. No additional fee. Include a self-addressed, stamped envelope for return of Conformed Copies.
- Blanket assignments are accepted.
- Blanket releases are accepted.
- Originals of real estate documents are always returned after recording.
- A self addressed stamped return envelope of the proper size is requested.
- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- Common document errors include incorrect fee, names and titles not typed beneath signatures, incomplete notarial certificate, improper notarial certificate (out-of-state preparers), return-to missing, or illegible document.
- This office reports a document turnaround time of 4 weeks

LEGAL DESCRIPTION:

Legal description required with deeds only.

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds.

PIN Format example: Block & Lot #

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Philip E Haines, County Clerk

Other officials: Nancy Bittle, Supervisor-Recording Dept